

Section 11 – How to Enter a Separation Date (Industry Only)

Introduction

Separation Date Text Box: Enter the separation date for a Person in the YYYY MM DD or YYYYMMDD format. An entry in this field requires a Separation Code selection from the **Separation Code** drop-down menu.

NOTE: This date will serve as the date the person category is to be "separated" from JPAS.

Separation Code Drop-Down Menu: Highlight and select the appropriate Separation Code for the Person. An entry in this field requires a Separation Date entry in the **Separation Date** field.

Instructions

1. Log in as a **User for the SMO for the employee you are separating**.
2. Click on **Select Person** (column on left).
3. Enter person's **SSN**.
4. Click the **Display Add/Modify Non-DoD Person** radio button.
5. Click the gray **Display** button.
6. The Display Add/Modify Non-DoD Person screen appears (Figure 33a).
7. Make sure the correct Organization code is listed in the **Person Category** text box. If not, click on the drop down menu and highlight the correct Organization code.

Figure 33a: Add/Modify Non-DoD Person screen

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Add/Modify Non-DoD Person

SSN: 000-02-1026

*Last Name: NO CATS

*First Name: PERSON

Middle Name: 130181135

Cadency: sufx

*DOB: 1967 01 25

*Citizenship: A - U.S. Citizen

Date of Death:

State of Birth: Wisconsin

*Country of Birth: US - United States Of America

Eligibility: Interim SCI, ArmyCCF

Investigation: N/A

Open Investigation: N/A

Incident Report: N/A

Polygraph: N/A

Foreign Relation: N/A

Modify Relationship

Available Category Types: Industry 2

Add Category

Person Category: Industry ()

Position:

Category

Classification: (Required for Industry Categories only)

Separation Date:

Separation Code:

Organization/Company/Agency

Modify Organization

Name: N/A

Location: N/A

Person Summary

Save

Cancel

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

8. Enter a date in the **Separation Date** text box. (Figure 33b)

NOTE: You can enter the actual date the person separated with the organization or you can use the current date.

9. Click on the **Separation Code** drop down menu; highlight the appropriate reason code.

Figure 33b: Add/Modify Non-DoD Person screen

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Add/Modify Non-DoD Person

SSN: 000-02-1026

*Last Name: NO CATS

*First Name: PERSON

Middle Name: 130181135

Cadency: suffix

*DOB: 1967 01 25

*Citizenship: A - U.S. Citizen

Date of Death:

State of Birth: Wisconsin

*Country of Birth: US - United States Of America

Eligibility: Interim SCI, , ArmyCCF

Investigation: N/A

Open Investigation: N/A

Incident Report: N/A

Polygraph: N/A

Foreign Relation: N/A

Modify Relationship

Available Category Types: Industry 2

Add Category

Person Category: Industry ()

Position:

Category

Classification: (Required for Industry Categories only)

Separation Date:

Separation Code:

Organization/Company/Agency

Modify Organization

Name: N/A

Location: N/A

Person Summary

Save

Cancel

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

10. Click the gray **Save** button.